


24 May 1968

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This Employee Suggestion 68-184 of assigning one symbol and one control number to each Headquarters originate memorandum concerns all Directorates. Various office responses to 68-184 range from "moderate degree of benefit" to "we will continue to use a control number without regard to the number appearing on the document."

Numerous components originating memorandums do not assign a control number to their correspondence. This suggestion would require that all memorandums be assigned a control symbol and number. This requirement would encourage a negative reaction by the components who are satisfied with the controls they have. (How would you vote? Would you prefer "Sugg #68-184" or the number in the ORD Evaluation "504018468"?)

The foregoing does not imply that Suggestion 68-184 is impossible. It does indicate that opposition from several areas would be considerable.

If you cannot accept my earlier recommendation for disapproval then your alternative as I see it would be: That the coordinator for each Directorate who serves the Suggestion Awards Committee, review and study this suggestion and the comments related to it. Further, that they solicit the pros and cons of this suggestion from each of the heads of their components and their registry chiefs. If, after a review of their findings, the Committee determines that one symbol, one number is feasible and generally accepted by each of the Directorates, then they can adopt one of the many abbreviated code systems possible and establish a test trial for a period of six months. During this period the coded one symbol and one number assigned to each headquarters originated memorandum would serve as the dominant reference number and old system numbers could be included as a parenthetical secondary reference where desired.

After the test period is completed and comments received by the Committee, the suggestion should be re-evaluated. The re-evaluation should divulge if the one control symbol and number will or will not work. It should reflect somewhat on the suggestor's contention of considerable savings in manpower, filing time, searching, and space savings, and would indicate the efficiency or inefficiencies of the proposed idea. With such factors established I feel you can then evaluate the suggestion and the extent of application, if any.



Chief

Records Administration Branch

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Suggestion # 68-184

Example:

Explanation of the number "402001568" would indicate a memo published by ORD, within DD/S&T, during the year 1968.

Additional Advantages of the modification:

1. Correspondence will possibly (and even probably) be controlled eventually and/or retrieved via computer usage.
2. Utilization of semi-meaningful numbers will provide for easier automatic identification of the source of a memo.
3. Filing by number provides a certain degree of "built-in" classification by Office.

Degree of Benefit: Moderate

Extent of Application: Broad